

**Job Description:**

As a Senior State Auditor, you will:

- Conduct audits in accordance with generally accepted auditing standards, plan and conduct audits of financial statements, cost reports and other miscellaneous records from nursing facility providers who provide service to Medicaid residents to (1) determine compliance with Kansas Medicaid program reimbursement regulations, policies, and procedures, (2) determine allowable costs, and (3) adjust the reimbursement rates according to the findings and program limits. Also, in accordance with generally accepted auditing standards, plan and conduct audits of other KDADS programs, partners, and grantees. Review and analyze program providers' internal controls and accounting systems to evaluate the efficiency and effectiveness of programs administered by the agency. Review and analyze source documents that support financial statements and other data to obtain reasonable assurance that information and data submitted to KDADS is free of material errors. Use computer spreadsheets to develop work papers that assist in identifying and organizing data into a format that facilitates data analysis and supports conclusions.
- Review CPA audit reports of grantee's records and compare Office of Management and Budget (OMB) Circular A-133 components to appropriate sections of audit reports to confirm that audit reports are conducted in accordance with OMB requirements. Notify grantees of any deficiencies that exist and conduct follow-up reviews to verify corrective action has been taken. Review of audit work is completed by Audit Manager (K0203968) for completeness of information and reliability of results.
- Write reports that convey the results of completed audits describing exceptions (findings), impact on the Medicaid rate, scope, opinion, ownership structure of the audited facility or organization, and other relevant information. Distribute completed reports to providers and their representatives, agency staff, and other stakeholders.
- Compose letters and memos in response to inquiries and information requests from providers, grantees CPAs, attorneys, and agency staff about completed audits, and to grantees describing deficiencies in their audits.
- When requested, provide verbal assistance to providers or their representatives on the correct filing of Medicaid cost reports and other reports required by the agency.
- Establish, complete and explain workpapers or summaries, recalculate and verify rates for settlement options to assist agency attorneys and the audit manager in preparing for the appeal proceedings. Testify to explain and defend his/her action(s) relative to appeals.
- Review information submitted by provider to rebase the Real and Personal Property Fee (RPPF) component of the Medicaid reimbursement rate. Involves reviewing invoices, canceled checks, depreciation schedules, construction contracts, and other financial information to determine the accuracy of the information provided. Review of work is completed by Audit Manager (K0203968) for completeness of information and reliability of results.
- At the direction of the Audit Manager (K0203968), provide guidance and instruction to new employees of the unit to enable quicker orientation to methods and processes employed within the unit. Review the work of new employees in the unit to verify that the work is accurate and all completion standards are met. Work with the new employee to correct errors and resolve discrepancies.
- When requested, provide verbal assistance to providers or their representatives on the correct filing of Medicaid cost reports and other reports required by the agency.
- This position performs new and complex audits outside the area of expertise of most of KDADS Auditors. In addition, the incumbent researches statistical sampling methods and sets up the statistical sample audits used to audit some of the KDADS programs. Incumbent does legal based projects with supervisor.
- Completes special projects and performs other duties as assigned including but not limited to ensuring the agency is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism. Assists other employees in the work unit in accomplishing assignments as necessary.
- Travel to providers' business locations may be required.
- Perform other duties as assigned in support of agency goals.